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BOOK I

- A. Should the system provide for the identification of supervisory personnel and/or positions?

Yes, this seems desirable. The C/PMCD has been assigned the task of setting up levels and types of supervision. We will contact you when we have progressed further.

- B. Should the Agency adopt a system of unique position numbers which would identify a position regardless of subsequent changes in location on the staffing complement?

No, the advantages are more apparent than real. Unless there is an overriding need from a mechanical standpoint, the Office of Personnel does not need this.

- C. Should provision be made to record subordinate designations of recognized official Career Services for both personnel and positions?

Yes.

- D. Should the Staffing System identify positions designated as "rotational" (positions of one Career Service or "home base," list attached, to be filled by personnel of another Career Service or "home base") and show them as such on the Position Control Register?

No. Rotational positions will change and trying to keep them up-to-date would be a problem. In DD/P we can show home base positions by the Career Designation (DX, etc.) If they really feel it necessary we can show the rotational positions the same way.

- E. Does the designation of supergrade, Chiefs of Stations and Bases and project positions as "SG" and "OO" serve a valid purpose? If not, may it be discontinued?

Question has been put to the Deputy Directors and the Executive Director-Comptroller.

- F. Should the Manpower Control System establish controls on the duration of assignment to the Development Complement by providing for expiration dates on the Request for Personnel Action? How should the Development Complement be reported on the PCR and strength tabulations?

Individuals should be slotted against the Development Complement in accordance with the Regulations, and the Personnel Action should reflect the proper reason for the action and the expected duration (NTE). Such procedures will enable the monitoring of the Development Complement by the Central Office.

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NO AUTOMATIC
DECLASSIFICATION
AND
DOWNGRADING

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- G. Should the Request for Personnel Action be designed to include provision for designating the employee to be replaced by the individual on whom the action is being processed?

Yes, but for all overlap cases.

- H. Should Midcareerists be identified uniquely in the system? If so, (1) when is an individual a Midcareerist - when identified by his Career Service or when he completes the Midcareer Executive Development Course, and (2) what are the potential reporting requirements?

1. Provide for identification of those who complete the Midcareer Executive Development Course.

2. Information requirements similar to CT's.

- I. Should Staff personnel separated for active duty with the Armed Forces be retained in the Manpower Control System in an active non-strength status?

Yes, except recommendation 3 (Distribute notifications of eligibilities for step increases).

- J. Should applicants in process for staff positions be reflected on the PCR? If so, where should they be shown?

No, applicants should not be on PCR.

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MEMORANDUM FOR: Deputy for Plans and Control
Office of Personnel

SUBJECT : Policy Decisions Relating to the Human
Resources Systems

Attached are four copies of Book I, the first set of ten questions requiring policy decisions. These questions pertain to the Staffing and PERSIGN projects and decisions will affect primarily the format of the Position Control Register and the design of the Request for Personnel Action.

In addition to the senior executives of the Office of Personnel, it is suggested the questions be discussed with other personnel, as indicated, who may be affected directly by a change in present procedures or who may have a particular interest in the subject.

BOOK I

- A. Identification of Supervisory Personnel/Positions
Director of Training, Chief/CSPS and Chief/PMCD
- B. Unique Position Numbers
Chief/CSPS; Chief/PMCD and Personnel Officer of
a large office - OC or FE.
- C. Career Service Subordinate Designations
Chief/CSPS and Chief/PMCD
- D. Rotational Positions
Chief/CSPS, Career Management
Officer/DDS and Chief/PMCD
- E. "SG" and "OO" Positions
DDS, Chief/OPPB and Chief PMCD
- F. Development Complement
Chief/CSPS, Chief/PMCD and Chief/SPD
- G. Overlaps
Chief/OPPB, Chief/CSPS and Chief/PMCD

- H. Midcareerists
Director of Training, Executive Director-Comptroller,
Career Management Officer/DDS and Chief/CSPS
- I. Separation for Military Service
Chief/SPD
- J. Applicants in Process
Chief/RD, Chief/SPD and Chief/PMCD

We realize that while most of these questions have been raised in one form or another in the past, the impact of any change from the present system may require additional study. Nevertheless, we would appreciate your best estimate as to when we might expect your reply on this set of subjects. Twenty or more other problem areas have been identified which will require policy decisions. These will be forwarded in subsequent books.

We shall be happy to furnish additional copies of the attached if it would be of assistance.



Task Force Leader
Human Resources System

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POLICY DECISIONS RELATING
TO THE HUMAN RESOURCES SYSTEMS

INDEX TO BOOK I

- A. Identification of Supervisory Personnel/Positions
- B. Unique Position Numbers
- C. Career Service Subordinate Designations
- D. Rotational Positions
- E. "SG" and "OO" Position Designations
- F. Development Complement
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Excluded from automatic
downgrading and
declassification